

# Adjutant General's Department

7/25/2014

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

*Open to:*            1-Present State employees of TAG Dept            2-All State employees'            3-Public

| <u>Location</u> | <u>*Open</u> | <u>Position</u>           | <u>Title</u>   | <u>Department</u> | <u>Closing Date</u> |
|-----------------|--------------|---------------------------|--|-------------------|---------------------|
| Topeka          | 1,2,3        | Unclassified              | <b>NEW Fire Protection Safety/Training Specialist</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=177910">https://www.da.ks.gov/ps/pub/reginfo.asp?id=177910</a> | Comptroller       | August 24, 2014     |
| Topeka          | 1,2,3        | Unclassified              | <b>Accountant I</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=178145">https://www.da.ks.gov/ps/pub/reginfo.asp?id=178145</a>                                   | Comptroller       | Until Filled        |
| Topeka          | 1,2,3        | Unclassified<br>999 hours | <b>Resource Protection Officer-999'r</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=178089">https://www.da.ks.gov/ps/pub/reginfo.asp?id=178089</a>              | JFHQ<br>Security  | August 9, 2014      |
| Topeka          | 1,2,3        | Unclassified<br>Full-Time | <b>Applications Developer II - GIS</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=177985">https://www.da.ks.gov/ps/pub/reginfo.asp?id=177985</a>                | KDEM              | July 31, 2014       |
| Ft Riley        | 1,2,3        | Unclassified              | <b>Industrial Mechanical Technician</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=177669">https://www.da.ks.gov/ps/pub/reginfo.asp?id=177669</a>               | CFMO              | Until Filled        |

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

### HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

**MEETING MINIMUM QUALIFICATIONS:** In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460**

**NOTE:** On-line application and listing of **other State Vacancies** are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.**

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML\\_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil).

## Fire Protection Safety/Training Specialist 190th Air Refueling Wing, Forbes Field, Topeka, KS.

**Requisition # 177910 – Open until August 24, 2014 - Job Summary:** Full time, unclassified with benefits, state position, \$18.00per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Fire Protection Safety/Training Specialist - Responsible for the Fire Department's training, safety, and prevention programs for the staff. Also performs firefighting & EMS duties as needed. The incumbent independently plans and carries out assigned responsibilities. Executes the program for the training of fire and emergency services personnel of Federal, State, military, local municipal departments (under mutual aid agreements), and other related agencies. Program encompasses Structural Firefighting, Aircraft Crash Rescue Firefighting, Aircraft Egress Drills, National Incident Management System (NIMS), Hazardous Material Response (HAZMAT), Weapons of Mass Destruction Response (WMD), Nuclear Biological Chemical (NBC), Emergency Medical Service (EMS) and specialized rescue techniques. Provides instruction in all areas of training in order to obtain and maintain proficiency in DoD Certification for the various levels of Firefighter Certification requirements. Assures all personnel are certified to required DoD F&ES levels of training and certification. Coordinates and administers organizational Drivers and Flight line Training Program. Prepares detailed lesson plans and must have sound communication & organization skills.

**How will I be screened? (Required Qualifications):** Minimum of four years' work experience and meet the qualifications as a nationally certified Airport Fire Fighter. Successful completion of a full four year (4) high school curriculum may be substituted for one (1) year work experience.

Personnel employed in this position who are deficient in the listed certifications will remain in a probationary status pending completion of certification(s) in stated time frame contentious of agency deviation.

- IFSAC, Pro-Board or DoD certification as a Fire Fighter II, Airport Fire Fighter and Hazmat Operations, Fire Officer I, Fire Instructor I at time of hire.
- NREMT and Driver Operator (Pumper, ARFF and Tender) certification within 1 year of hire;
- Fire Instructor II within 18 months; American Heart Association CPR Instructor and EMS Training Officer I within 24 months;
- National Fire Academy Incident Safety Officer and Hazardous Materials Incident Command within 30 months;
- Inspector I within 42 Months.
- Additionally, incumbent must obtain or hold a security clearance of Secret or higher, KS DL-class A or B and pass a pre-employment physical.
- Must complete and/or maintain designated training, certifications and physical requirements as conditions of employment.

Applicants must be physically able to perform efficiently the duties of the position for which they are considered. This position requires arduous physical exertion under rigorous and unusual conditions. Specific physical requirements and other qualifications standards shall be found in the National Fire Protection Association Standards 1000 Series and 1582 standards shall be found for positions under the General Schedule. A copy may be obtained from AGKS Office of State Personnel through 190th Air refueling Wing.

Candidates for employment will be required to

1. Pass a preliminary fire fighter physical I/A/W the NFPA 1582 Standard before reporting for duty. Fire Fighters already employed will be required to pass an annual fire fighter physical I/A/W the NFPA 1582 Standard.
3. Obtain and maintain a secret security clearance I/A/W AFR 207-1, Chapter 3, Para 3, Item (b); AFI 31-501, Atch 3, Rule 7.
4. Participate in the Fire Fighter Physical Conditioning Program I/A/W AFMAN 32-2002 and NFPA 1500.
5. Comply with NFPA 1500 Standards, NFC Codes for Professional Qualification Standards - 200 series, AFMAN 32-203, and the Air Force Certification Program.
6. Adhere to AFPD 32-20 Fire Protection Policies and Directives; NGR 5-1, Chapter 3.6 and Appendix 24; DODI 6055.6, DoD Fire and Emergency Services Program.
7. Comply with all State regulations and Local Operating Procedures.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

## Accountant I JFHQ - Comptroller's Office - Topeka, KS

**Requisition # - Open until filled - Job Summary:** Classified, Full-Time, 40 hours per week, \$18.26 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position will be responsible for receiving and processing all State Active Duty (SAD) payroll and subsistence timely and accurately through the use of the SAD Database, the State of Kansas' Statewide Human Resources and Payroll Systems (SHaRP), and the Statewide Management Accounting and Reporting Tool (SMART). In addition, the position will be responsible for auditing financial transactions of the Station, Unit and other funds on a yearly basis. This position will also provide support to Kansas Division of Emergency Management in coordinating and following up on A-133 audit requirements of sub-recipients. Finally, the position will assist the other accounting duties as needed.

**How will I be screened? (Required Qualifications):** One year of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency. Incumbent must have the ability to establish and maintain effective working relationships with vendors, departmental officials and the public. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**Preferred Applicants:** Will possess knowledge of State of Kansas' Statewide Human Resources and Payroll Systems (SHaRP), Statewide Management Accounting and Reporting Tool (SMART) and demonstrate accounting knowledge and experience.

**Performance Standards:** To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision.

## Resource Protection Officer – Temporary 999 Hour Position Joint Forces Headquarters Complex – Topeka, KS

### Multiple Positions –

**Job Summary:** Position is a temporary 999 hours per year, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined. This position is open until filled so get your application in as soon as possible.

**Job Description:** The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

**Minimum and Preferred Qualifications:** High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. **(Applicants must designate armed security on employment application.)** Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

## Applications Developer II - GIS Kansas Division of Emergency Management- Topeka, KS

**Requisition # 177985 - Closes July 31, 2014 - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$23.31 - \$31.47 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** The Kansas Division of Emergency Management (KDEM) has progressively tasked the GIS section through Regional Mitigation Plans, requiring 19 specific maps for each counties Emergency Operations Plans, Managing a Volunteer Response Team, Managing thousands of data layers, Managing a Response Vehicle, and serving an Agency that is using its GIS more than it ever has in the past. This position serves as the primary and sole backup in the SEOC to the GIS Coordinator.

The employee will work directly for the GIS coordinator and perform technical work in information systems analysis and application development. Work includes developing and modifying application software, identifying and documenting application requirements, preparing system designs and detailed specifications from which application software will be written. Codes, tests, debugs, maintains, and documents software. Work may involve several information systems, technologies or products. May perform all aspects of complex web application development and maintenance.

**How will I be screened? (Required Qualifications):** Minimum Bachelor's degree in geography or computer science or 24 academic hours in computer science, geography, cartography and or related science and math. Three (3) years of experience in geographical information systems or digital spatial databases and analysis. Must be able to show progressive responsibility using the GIS. Must have good communication, organizational, analytical, and time management skills. Knowledge of Spatial Data Standards, experience with ESRI GIS products including but not limited to ArcGIS, ArcView, and ArcSDE.

**Preferred Applicants:** Will possess knowledge of other GIS software such as Intergraph, Bentley and AutoCAD. Preference will be given to Emergency Management Experience.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Industrial Mechanical Technician**  
**Construction Facilities Maintenance Office, Fort Riley, KS**

**Job Summary:** Full time, unclassified with benefits, state position, \$16.56 to \$21.13 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. **Open until filled.**

**Job Description:** Inspects, operates, maintains, modifies & repairs mechanical equipment & building systems, i.e. abrasive blast systems, compressors, electric motors, pumps, HVAC etc.; performs PM & seasonal overhauls; and installs & repairs structural components of roll-up doors & overhead hoists.

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent and five (5) years' experience in mechanical and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to work at heights up to 100 ft. is required.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of **other State Vacancies** are available on the Internet, <http://da.state.ks.us/ps>.